

INTERAGENCY AGREEMENT

The purpose of this agreement is to document the assurance of the State of Missouri to provide appropriate early intervention services as defined by the Individuals with Disabilities Education Act-Part H (34 CFR 303 Early Intervention Program For Infants and Toddlers with Disabilities) to all eligible infants and toddlers in the State by identification of the functions and responsibilities of the Departments of Elementary and Secondary Education, Health, Mental Health and Social Services. All agencies agree to enter into this collaborative agreement to fulfill their regulatory requirements, to maximize resources, reduce duplication of service, and provide a statewide system of early intervention services that is coordinated, comprehensive, and multidisciplinary in nature. This Interagency Agreement is effective from May 1, 1994, and may be amended by mutual agreement of the participating agencies.

SECTION I. FINANCIAL RESPONSIBILITYDepartment of Elementary and Secondary Education

Provide administrative staff to fulfill the lead agency functions as specified by Part H

Provide administrative staff to assist the Interagency Coordinating Council in its functions

Coordinate the public awareness program

Provide Parent Education through the Parents as Teachers program for those families who so desire

Coordinate the Child Find system through screening programs offered by the Parents as Teacher program and statewide publication of the Notice to Parents as required by 34 CFR 300.561

Supervise state-level contracts; i.e., Central Directory, Personnel Preparation, state agency grant awards

Coordinate the transition of eligible children to Part B services at age three

Provide home intervention to those children with sensory impairments through the Outreach projects of the Missouri Schools for the Deaf and Blind (SKI-HI and Insight)

Department of Health

Coordinate referrals received

Coordinate assessment/evaluation activities and the IFSP process for referred children

Provide service coordination for those children who are eligible for the Bureau of Special Health Care Needs and/or have significant medical problems and services as required under state regulations

Administer the interagency data collection system and provide reports as needed

Department of Mental Health

Coordinate referrals received

Provide assessment activities and coordinate the IFSP process for referred children

Provide service coordination for eligible children

Department of Social Services

Participate in the IFSP process for those children who are under the care of the Division of Family Services

Coordinate the interagency efforts for the implementation of OBRA 89 and the payment of specified early intervention services covered by Title XIX of the Federal Social Security Act

SECTION II. FISCAL POLICIESPayor of Last Resort

All agencies agree that Part H funds will not be used to satisfy a financial commitment for services that would otherwise be paid for from another public or private source unless that services' source of payment is under dispute. Part H funds can be used only for early intervention services that an eligible child needs but is not currently entitled to under any other federal, state, local, or private source.

The Department of Elementary and Secondary Education will provide Part H monies to the departments of Health and Mental Health to assist in the payment of early intervention services when no other federal, state, local, or private source is available for services needed by eligible children.

All agencies agree that the following functions and services will be provided at no cost to parents of eligible children:

- child find activities
- evaluation and assessment
- service coordination
- administrative and coordinative activities related to the development and review of IFSPs
- implementation of procedural safeguards and all components of the statewide system
- early intervention services as defined by Part H regulation unless another state or federal law provides for a system of payment by the family (i.e.; Medicaid, Bureau of Special Health Care Needs' Children's Program)

Interim Payments

All agencies agree that in order to prevent delay in the timely provision of services, Part H funds may be used to pay providers of service pending reimbursement from the agency or entity that has ultimate responsibility for the payment. Payment may be made for the following:

- early intervention services

- eligible health services
- other functions and services authorized by Part H including Child Find, evaluation, and assessment

Should there be a dispute regarding the identification of the responsible payor, the following procedures will be implemented.

The Department of Elementary and Secondary Education will use Part H monies to pay for services. A review will be conducted by the Department of Elementary and Secondary Education with the parties involved. The assignment of financial responsibility will be determined by an interagency panel consisting of appropriate staff members designated by the directors of the state agencies. The panel provides a recommendation to the Commissioner of Education and appropriate Department Director(s) who will render a decision. This decision will reassign the fiscal responsibility to the appropriate agency and make arrangements to reimburse expenditures incurred by the Department of Elementary and Secondary Education. In the event the decision is not satisfactory, the parties involved may refer the dispute to the Interagency Coordinating Council or the Governor. Services will continue to be provided during the resolution of the dispute at this level.

All payments including interim payments that are made by state agencies will be made in accordance with each agency's applicable federal and state laws and regulations.

SECTION III. RESOLUTION OF INTRA- AND INTERAGENCY DISPUTES

The agencies agree to resolve intra-agency and interagency disputes about payment of early intervention services or other aspects of the State's early intervention system in a timely manner. Intra-agency dispute resolution procedures will be based upon each agency's procedures. Should an agency be unable to resolve its own internal problems in a timely manner, the Department of Elementary and Secondary Education will initiate the following procedures:

The dispute will be reviewed by an interagency panel consisting of appropriate staff members designated by the appropriate director(s) of the state agencies and the Commissioner of Education. The panel will provide recommendations to the Commissioner of Education and appropriate Department Director(s) who will together render a decision. In the event the decision is not satisfactory, the parties involved may refer the dispute to the Governor.

SECTION IV. ADDITIONAL COMPONENTS

To ensure effective cooperation and coordination among all agencies involved in the State's early intervention program the agencies agree to:

Use the criteria as adopted by the State Interagency Coordinating Council to determine eligibility for Part H services

Meet the timetables and requirements established in the application for Part H funds

Conduct and share evaluation and assessment activities for children and families as defined by Part H regulations

Develop IFSPs and provide service coordination for eligible children and families according to Part H regulations

Support coordinated interagency efforts relating to child find activities, program evaluation, and monitoring

Promote, whenever possible, public awareness about the State's early intervention program

Use, promote, and support the utilization of the central directory

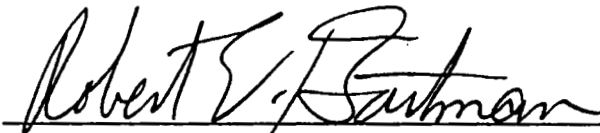
Participate, support, and assist in development and implementation of a comprehensive system for personnel development and personnel standards

Implement procedural safeguards as required by Part H regulations in the development and implementation of the IFSP

Use the interagency data system to compile data as required by Part H

Support the evaluation and monitoring of the early intervention system

FOR: THE STATE OF MISSOURI



1/10/94

Dr. Robert Bartman, Commissioner
Department of Elementary and Secondary Education

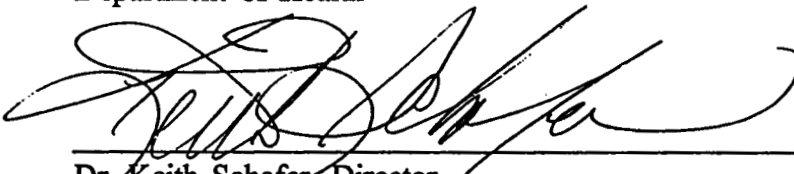
Date



1/10/94

Dr. Coleen Kivlahan, Director
Department of Health

Date



1/24/94

Dr. Keith Schafer, Director
Department of Mental Health

Date



2/15/94

Mr. Gary Stangler, Director
Department of Social Services

Date

**COOPERATIVE AGREEMENT BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES, Division of Medical Services
and
THE SPECIAL SCHOOL DISTRICT OF ST. LOUIS COUNTY**

**EPSDT ADMINISTRATIVE CASE MANAGEMENT through the
HEALTHY CHILDREN AND YOUTH PROGRAM (EPSDT)**

STATEMENT OF PURPOSE

The Missouri Department of Social Services (DSS) through its Division of Medical Services (DMS) and the Special School District of St. Louis County, in order to provide the most efficient, effective administration of Title XIX, Early Periodic Screening, Diagnosis and Treatment (EPSDT) aka in the state as Healthy Children and Youth, hereby agree to the conditions included in the Cooperative Agreement. The provision of EPSDT/HCY Administrative Case Management by the Special School District of St. Louis County has been determined to be an effective method of assuring the availability, accessibility and coordination of required health care resources to Medicaid eligible children residing within the boundaries of the Special School District of St. Louis County.

The Department of Social Services, Division of Medical Services recognizes the unique relationship that the Special School District of St. Louis County has with EPSDT/HCY eligible clients and their families. It further recognizes the expertise of the Special School District of St. Louis County in identifying and assessing the health care needs of EPSDT eligible clients and in planning, coordinating and monitoring the delivery of preventative and treatment services to meet their needs. DSS, in order to take advantage of this expertise and relationship, enters into this cooperative agreement with the Special School District of St. Louis County for EPSDT Administrative Case Management.

The Department of Social Services, Division of Medical Services recognizes the Special School District of St. Louis County as the most suitable agent to administer case planning and coordination through EPSDT Administrative Case Management for its EPSDT eligible clients and their families.

The Department of Social Services and the Special School District of St. Louis County enter into this Cooperative Agreement with full recognition of all other existing agreements which the Department may have developed for services to Title XIX eligible clients living within the Special School District of St. Louis County's boundaries and which are currently included in the Title XIX State Plan.

TN No. 95-6796-01 &

Supersedes TN No. 93-1

Approval Date APR 23 1996

Effective Date 01/01/96

I
MUTUAL OBJECTIVES

1. Assure that all Title XIX eligible clients under the age of 21 and their families are informed of the EPSDT/HCY benefit and how to access it.
2. Assure that assistance is provided to children and their families in determining their eligibility for participation in Missouri's Medicaid plan.
3. Assure early and appropriate intervention and screening so that diagnosis and treatment occur in a timely manner.
4. Establish a health care home as defined in Section 9 of the General Chapters of the Medicaid Provider Manual, for those Medicaid eligible children receiving EPSDT/HCY service coordination activities.
5. Assure that services are of sufficient amount, duration and scope to correct or ameliorate the condition for which they were determined to be medically necessary.
6. Assure that services are provided by appropriate Medicaid enrolled providers for the correction or amelioration of conditions identified through a full, partial, or inter-periodic EPSDT/HCY screen.
7. All terms of this Agreement and procedures are to adhere to OMB Circular A87.

II
RESPECTIVE RESPONSIBILITIES

DSS agrees to:

1. Reimburse the Special School District of St. Louis County the Title XIX federal share of actual and reasonable costs for EPSDT administration provided by staff based upon a time-accounting system which is in accordance with the provisions of OMB Circular A87 and 45 CFR parts 74 and 95; expense and equipment costs necessary to collect data, disseminate information and carry out the staff functions outlined in this agreement. The rate of reimbursement for eligible administrative costs will be 50%. The rate of reimbursement for eligible costs qualifying under regulations application to Skilled Professional Medical Personnel and their supporting staff (compensation, travel and training), will be reimbursed at 75% when the criteria of 42 CFR 432.50 are met. Changes in

TN No. 95-67 Q16-01 8

Supersedes TN No. 93-1

Approval Date APR 11 1996

Effective Date 01/01/96

federal regulations affecting the matching percentage and/or costs eligible for enhanced or administrative match, which become effective subsequent to the execution of this agreement will be applied as provided in the regulations.

2. Provide the access to the information necessary to properly provide the EPSDT Administrative Case Management.
3. Develop and conduct periodic quality assurance and utilization reviews in cooperation with the Special School District of St. Louis County.
4. Provide initial training and technical assistance to staff of the Special School District of St. Louis County regarding the responsibilities assumed within the terms of this agreement.
5. Conduct in service training sessions for participating school districts on an annual basis.
6. Provide necessary consultation to the Special School District of St. Louis County on issues related to this agreement as needed by the school district.
7. Accept federally approved cost allocation on file at DESE as official cost allocation plan to be used in calculating amount of payment due.

The Special School District of St. Louis County agrees to:

1. Provide EPSDT Administrative Case Management as an instrument for the Department of Social Services, Division of Medical Services, to aid in assuring the availability, accessibility and coordination of required health care resources to Medicaid eligible children and their families residing within the district's boundaries. The Special School District of St. Louis County shall develop and submit within 90 days of the signing of this agreement, for approval by DMS, an internal process for measuring the progress of the district toward attainment of the ACM Program goals. The following list of activities have been identified as appropriate for providing the Administrative Case Management function.
 - a. Assisting children and families to establish Medicaid eligibility, by making referrals to the Division of Family Services for eligibility determination, assisting the applicant in the completion of the Medicaid application forms, collecting information, and assisting in reporting any required changes affecting eligibility.

TN No. ~~95-6796-01~~ 8

Supersedes TN No. 93-1

Approval Date APR 11 1996

Effective Date 01/01/96

b. Outreach Activities:

- (1) informing foster care providers of all Title IV-E eligible children enrolled in DESE operated programs of the HCY/EPSTD program;
- (2) informing Medicaid eligible students who are pregnant or who are parents and attending DESE operated programs about the availability of HCY/EPSTD services for children under the age of 21; and
- (3) Outreach activities directed toward providers, recruiting them to become Medicaid providers and to accept Medicaid referrals.

c. Coordination of HCY/EPSTD Screens and Evaluations:

Assistance will be provided to eligible children and their families in establishing a medical care home as defined in Section 9 of the general chapter of the Missouri State Medicaid Manual. A medical care home is a coordinated, comprehensive, continuous health care program to address the child's primary health needs. The health care home should provide or make arrangements for after hours care, and coordinate a child's specialty needs. The health care home should follow the screening periodicity schedule and perform interperiodic screens when medically necessary. Conditions identified during the course of care may require the development of a plan of care. Coordination activities include, but are not limited to:

- (1) making referrals and providing related activities for EPSTD/HCY screens in accordance with the periodicity schedule set out in Section 9 of the General Section of the State Medicaid Provider Manual. EPSTD screens include comprehensive health and developmental, mental health, vision, hearing and dental screens.
- (2) making referrals and providing related activities for evaluations that may be required as the result of a condition identified during the child's screen;

d. Case Planning and Coordination:

This activity includes assistance to the client and the family in developing and carrying out a case or service plan. Activities include, but are not limited to;

- (1) identifying and arranging for medically necessary services to correct or ameliorate conditions identified in the child's Individual Educational Plan (IEP) or Individualized Family Service Plan (IFSP);

TN No. ~~95-67~~ 96-01-83Approval Date ~~APR 23 1996~~

Supersedes TN No. 93-1

Effective Date 01/01/96

- (2) identifying and providing assistance for medically necessary and educationally relevant services required as the result of any regular, interperiodic, or partial EPSDT/HCY screen;
 - (3) developing and coordinating the meetings of any interdisciplinary teams that may be able to assist in the development and periodic review of the case plan, (IEP or ISFP);
 - (4) coordinating the closure of the case, referral to any needed services, and realignment of the case plan (IEP or ISFP);
 - (5) assisting children and families in accessing immunization services and scheduling appointments;
 - (6) arranging and coordinating prenatal, post-partum, and newborn medical services, making referrals to providers of targeted prenatal case management;
 - (7) arranging and coordinating dietary counseling or medical services for children with medical needs including, but not limited to, gross obesity, diabetes, anorexia, or bulimia; and
 - (8) arranging for and coordinating transportation for children and families to obtain medical screenings and services.
- e. Anticipatory guidance to caretakers relating to specific medical needs of a child.
2. Account for the activities of staff providing EPSDT Administrative Case Management in accordance with the provisions of OMB Circular A 87 and 45 CFR parts 74 and 95. Follow predetermined methodology for evaluating the appropriate percentage of staff time, costs, etc. Develop and submit time study methodology with initial invoice.
 3. Provide as requested by the Division of Medical Services, the information necessary to request federal funds available under the state Medicaid match rates.
 4. Maintain the confidentiality of client records and eligibility information received from DSS and use that information only in the administrative, technical assistance and coordination.
 5. Certify to DSS the provisions of the non-federal share for HCY Administrative Case Management via completion of DMS "Certification of General Revenue" form.

TN No. 95-67 96-01 83

Supersedes TN No. 93-1

Approval Date 12/23/96Effective Date 01/01/96

6. Accept responsibility for disallowances and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS any federal funds which are deferred and/or ultimately disallowed arising from the administrative claims submitted by DSS on behalf of the Special School District of St. Louis County.
7. Consult with the Division of Medical Services on issues arising out of this agreement.
8. Conduct all activities recognizing the authority of the state Medicaid agency in the administration of state Medicaid Plan on issues, policies, rules and regulations on program matters.
9. Maintain all necessary information for a minimum of five (5) years to support the claims and provide HCFA any necessary data for auditing purposes.
10. Submit claims on a quarterly basis.

III PROGRAM DESCRIPTION

EPSDT Administrative Case Management activities provide for the efficient operation of the state Medicaid plan. These activities aid the potential EPSDT eligible recipient to gain eligibility, access screening services, follow-up on referrals to additional medical providers, establish a health care home for the child, develop and coordinate a service plan, follow through on the case plan and assist the family in becoming able to meet its child's needs in such a way that they are able to function at an optimal level with minimal intervention.

EPSDT Administrative Case Management is committed to the least restrictive method of treatment for children and will maintain this as a priority.

IV PROGRAM EVALUATION PLAN

A designated representative from the Special School District of St. Louis County and the Medicaid agency shall meet annually for the purpose of program review and evaluation of policies for implementing the provisions of the interagency agreement.

TN No. 95-67 96-01 83

Supersedes TN No. 93-1

Approval Date APR 11 1996

Effective Date 01/01/96